

1130 DELEGATIONS OF AUTHORITY

Travel 17

Conference Planning Provisions

Issuing Office: OFM 435-2927

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1. **Explanation of Material Transmitted:** This delegation is revised to reflect recent changes to Limitations/Guidance No. 2 and Redelegations. All travel conducted by the Institute/Center (IC) Directors must be authorized and approved by the Deputy Director for Management (DDM), NIH; and all travel conducted by the IC Deputy Directors must be authorized and approved by the respective IC Director.
2. **Filing Instructions:**

Remove: NIH Manual 1130, Travel No. 17, dated 01/09/01

Insert: NIH Manual 1130, Travel No. 17, dated 10/17/02

PLEASE NOTE: To sign up for email notification of future changes, please go to the [NIH Manual Chapters LISTSERV](#) Web page.

Authorities Delegated

1. To authorize and approve reimbursement for a conference lodging allowance to civilian employees and Commissioned Officers attending a Government-sponsored conference when the sponsoring agency has authorized a conference lodging allowance.
2. To authorize and approve reimbursement for a conference lodging allowance to civilian employees and Commissioned Officers attending a non-Government-sponsored conference.
3. To authorize and approve use of appropriated funds for the provision of light refreshments during breaks for Government attendees at official conferences.

To Whom Delegated	Area of Authority
Deputy Director	NIH
Deputy Director for Management	NIH
IC Directors/Deputy Directors/Executive Officers	Respective Area

OD Executive Officer	OD with the exception of ORS
Associate Director for Research Services	ORS

4. To grant a written waiver of the requirement to use FEMA-approved accommodations for federally funded conferences (for master list of FEMA-approved accommodations, go to the following URL:
<http://www.usfa.fema.gov/hotel/index.cfm> .

To Whom Delegated	Area of Authority
Deputy Director	NIH
Deputy Director for Management	NIH

Limitations/Guidance

1. Each of the authorities delegated above must be exercised in accordance with all applicable statutes, regulations, Federal Travel Regulations or Joint Federal Travel Regulations, as appropriate, and Departmental and NIH policies.
2. All travel conducted by the Institute/Center (IC) Directors must be authorized and approved by the Deputy Director for Management (DDM), NIH; and all travel conducted by the IC Deputy Directors must be authorized and approved by the respective IC Director.
3. A conference lodging allowance may be authorized only when it is not possible to obtain lodging facilities within the established lodging portion of the per diem rate for the chosen locality.
4. Reimbursement for a conference lodging allowance may not exceed 25% above the applicable locality lodging per diem rate.
5. These authorities cover conferences where attendees are in temporary duty travel (TDY) status, not in local travel status within their official duty station area.
6. Light refreshments (defined to include, but not be limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins) may only be served at conferences where **at least 51%** of the attendees are Federal employees in TDY travel status. See [NIH Manual 1500-04](#) for specific policy information.
7. It is expected that exceptions to using FEMA-approved accommodations will be granted only in rare and unusual circumstances.

8. As a matter of Departmental policy, no official may authorize or approve his or her own travel. All redelegations must be in writing. A copy of the redelegation must be retained by the official making the delegation and by the incumbent of the position to whom the redelegation is made. A copy of the redelegation must also be sent to the respective administrative office.
9. All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

Redelegation

With the exception of the IC Director/Deputy Director travel, Authorities No. 1 and 2 may be redelegated. Authority No. 3 may also be redelegated. All authorities re-delegated should be retained at the highest administrative level necessary to ensure that programs are conducted effectively by the appropriate officials, without compromising program integrity, and without undue delay.

Authority No. 4 may not be redelegated.

Citations

1. 5 U.S.C. 302, 5701 et seq.; 42 U.S.C. 210, 216, and 241
2. Federal Travel Regulations, 41 CFR Parts 301-11 and 301-74
3. Joint Federal Travel Regulations
4. DHHS Travel Manual Chapter 1-20, "Travel Planning," pending release
5. NIH Manual 1500-04
6. Memorandum to Heads of Operating Divisions from the Deputy Assistant Secretary, Finance, OS, dated March 6, 1996, entitled: "Delegations of Authority"
7. Memorandum to OPDIV Heads/STAFFDIV Heads/OPDIV Chief Financial Officers from the Assistant Secretary for Management and Budget, OS, dated February 9, 2000, entitled: "Departmental Travel Policy"
8. Secretary's Reorganization Order of September 25, 1995 (60 FR 51480 (October 2, 1995))

/s/
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Director, NIH

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